*Template approved: 07/13/20/21*

***Committee Progress Reports are considered DRAFT until accepted by the Executive Board***

*The Conference Chair, Executive Director, Council Chair, or Issue Chair may return committee reports, Issues, or attached documents requesting edits to improve clarity or understanding, or to include missing information.*

*Committee-submitted documents may impact the image, credibility and integrity of the Conference as an organization. With the exception of material that is copyrighted and/or has registration marks, committee generated documents submitted to the Executive Board and via the Issue process (including Issues, reports, and content documents) become the property of the Conference.*

**Committee Name:**

**Date of Report:** [ ]  **Initial fall progress report** [ ]  **Spring progress report** [ ]  **Second fall progress report**

 **Date submitted:** Click here to enter a date. **Date amended (if applicable):** Click here to enter a date. **Date accepted by Executive Board:** Click here to enter a date.

**Committee Assignment:** [ ]  **Council I** [ ]  **Council II** [ ]  **Council III** [ ]  **Executive Board**

**Report Submitted By:**

**Committee Charge(s):**

**Issue # \_\_\_\_\_\_\_\_\_\_\_\_**

1.
2.

**Issue # \_\_\_\_\_\_\_\_\_\_\_\_**

1.
2.

**Committee Work Plan and Timeline:**

**Committee Activities:**

* 1. ***Dates of committee meetings or conference calls:***

* 1. **Overview of committee activities:**

* 1. **Charges completed and the rationale for each specific recommendation:**
		1.
		2.
	2. **Status of charges still pending and activities yet to be completed:**
		1.

**Committee Requested Action for Executive Board:**

[ ]  ***Board Action is NOT required and therefore the report can be placed on the consent calendar for Board review and acceptance.***

[ ]  ***Board Action is required for some provision(s) of this report and therefore a verbal report needs to be presented at the Board Meeting.***

1.
2.

**Attachments:**

1. **Content Documents:**
	* + 1. **Committee Member Roster:** [ ]  **See changes noted above under “requested action”** [ ]  **No changes to previously approved roster** “Committee Members Template” (Excel) available at: www.foodprotect.org/work/ Committee roster to be submitted as a PDF attachment to this report.
			2. **Committee Generated Content Documents (OPTIONAL):** [ ]  **No draft content documents submitted at this time**

1. **Supporting Attachments (OPTIONAL):** [ ]  **Not applicable**